

PROJECT COST ACCOUNTANT

Washington, D.C. - 2 block access to Union Station Metro Redline
\$51,850-64,812 Entry Level + Opportunity for Performance Bonus

THE POSITION

Our D.C. consulting practice has challenging opportunity for a project cost accountant to provide cost accounting support for federal, state and local client projects. The position will work with a senior cost accountant in providing financial tracking, maintaining and developing periodic project burn rates and preparing and analyzing cost reports. We're looking for highly energetic, flexible individuals who have financial background and/or education and would enjoy working in a fast paced HR consulting organization.

WHAT'S THE WORK ABOUT?

- Tracking contract costs
- Maintaining and developing periodic burn rates
- Supporting budget development activities
- Developing pricing for proposals
- Developing margin rates for new hires
- Organizing and processing contract and sub-contractor invoices
- Drafting, recommending and implementing contracting and financial policies; planning, developing and implementing financial management improvements.
- Devising methods and criteria to identify trends and patterns; identifying positive and negative trends.
- Preparing a variety of regular and ad hoc financial reports to assist with planning and analyzing operations.
- Supporting the contracts manager regarding contractual issues and terms of the various contracts
- Using appropriate contractual cost rates, such as indirect, fringe and G&A rates for Federal procurements and contract budget analyses. Reviewing budget justification to ensure it relates to contract deliverables
- Coordinating the development of operational budgets. Analyzing and projecting contract budget and expenditure patterns to assist program management in potential contract scope changes.

WHAT'S THE ENVIRONMENT LIKE?

You'll be working with another lead accountant and with project teams of collegial, collaborative professionals who are committed to providing exceptional HR services to federal clients. The overall team has diverse HR background and are intelligent, motivated, creative and enthusiastic about our mission of improving the quality of HR management in the public sector. We can provide meaningful work where you can use and grow your expertise and have a chance to problem solve.

QUALIFICATIONS:

Education: Equivalent to a bachelor's degree in accounting, business administration, public administration, or a related field.

Experience: Two to four years of increasingly responsible professional accounting or auditing experience preferably including experience with federal or governmental cost accounting or auditing.

SELECTION PROCESS Qualified candidates must complete the online application form at: www.cps.ca.gov . Resumes may be attached. Applications will be reviewed and a limited number of candidates may be invited to an interview.

FINAL FILING DATE: Open until filled.



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR services to government agencies.

BENEFITS

Our excellent benefits package includes; PTO of 16 days in first year, 11 paid holidays including Dec 25th-Jan 1st holiday closure, health insurance effective in 1 month, transit pass benefit of \$46 per pay period (\$1196 annually), business casual attire, and many other competitive benefits such as dental, vision, retirement plan, tuition reimbursement.

CPS IS AN EQUAL OPPORTUNITY EMPLOYER

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



Human Resource Services

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